



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX  
201 6<sup>TH</sup> AVENUE, SUITE 156  
FORT KNOX, KENTUCKY 40121-5721

REPLY TO  
ATTENTION OF:

Expires 30 January 2008

PECP-SWR-F (690)

30 January 2006

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

**SUBJECT:** Fort Knox Policy Memo No. 4-06 – Selection Panel Interviews When Filling  
Permanent Supervisory Vacancies at GS-13 and Above Grade Levels

1. Reference Fort Knox Regulation 690-5, Fort Knox Merit Promotion and Placement Plan, 2 January 2003.
2. Incumbents of civilian supervisory positions at grade GS-13 and above have significant impact in the decision-making process affecting the successful accomplishment of mission requirements. In considering the importance of the qualifications, attributes, and talents of the civilians occupying these positions, I want to ensure a procedure is in place which provides a broader perspective and review of candidate qualifications when these positions are being filled.
3. To reinforce procedures already in place for selecting the best qualified candidate in a fair and equitable manner and to demonstrate significant senior level involvement in the selection process, a selection panel interview will be required when filling supervisory positions at the GS-13 and above grade levels. The selection panel will consist of a minimum of three members that can be on-post or off-post federal government employees. The panel will provide a written selection recommendation to the selecting official based on review of the candidates' application and interview process.
4. Exceptions to this policy will be:
  - a. Filling the position with an applicant in lieu of reduction-in-force measures,
  - b. Placement of a well-qualified Priority Placement Program (PPP) registrant, or
  - c. Placement of a current Fort Knox employee as a result of a transfer of function or realignment action.
5. While not required, I encourage selecting officials to use a selection panel when filling other positions when of benefit to the selection process.

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6. Instructions for selection panel interview procedures will be provided by a representative from the Civilian Personnel Advisory Center.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Mark D. Needham". The signature is fluid and cursive, with a long horizontal stroke at the end.

MARK D. NEEDHAM  
COL, AR  
Garrison Commander

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